

# ***Franklin County Business Recovery Grant***

## ***IMPORTANT INFORMATION PLEASE READ BEFORE FILLING OUT APPLICATION***

### **Small Business Recovery Grant Overview**

Franklin County has established a \$500,000 grant fund to support small business recovery following the COVID-19 outbreak. One-time grants of up to \$10,000 are being provided to offset business impacts during the pandemic. The grant program will be administered by the Industrial Development Authority with assistance from Franklin County.

**Applications will be accepted beginning July 20, 2020.**

### **Funding Source**

The U.S. Treasury guidance allows states to use Coronavirus Relief Fund (CRF) dollars for expenditures related to a locality's COVID emergency including those "related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closure." The Commonwealth of Virginia has elected to disperse a portion of its allocation to local governments where Franklin County will utilize a portion of such funding to help preserve small business in Franklin County by providing grants to eligible businesses.

### **Eligible Grant Use**

Grant funds must be expended in compliance with state and federal law. Funds may be used to reimburse the cost of business interruption due to full or partial (limited space, limited service, limited hours, limited staff, etc.) closure during the COVID-19 public health emergency. Such closure may have been mandated by executive order, or voluntary (for example, to promote social distancing, or in response to decreased customer demand), but must have been in response to the COVID-19 health emergency. Eligible uses of the grant funds include, but are not limited to the following:

- Operations (i.e., payroll, rent, supplies, utilities, working capital, insurance, etc.)
- Pivot to respond to new market conditions (i.e., develop or expand online sales/e-commerce, delivery or take out; develop new product line, etc.)
- Equipment and inventory purchases
- Rent or mortgage expenses
- Deep cleaning services, PPE, protective barriers, etc.
- Other critical operating expenses

### **How to Apply:**

Electronic applications are being accepted beginning July 20, 2020 and will be available on the Franklin County Website.

### **Eligibility Criteria**

Franklin County businesses meeting all of the following eligibility criteria are encouraged to apply:

- A business must demonstrate that they were operational pre-COVID-19 (March 1, 2020) and are realizing a direct negative impact from COVID.
- Must be an existing for-profit business located in Franklin County or one of the incorporated Towns within the County.
- Must be current on all fees, permits and taxes as of March 1, 2020.

- Must have been in business for a minimum of one (1) year prior to March 1, 2020.
- Must have at least one (1) employee (excluding owner).
- Must demonstrate impacts due to COVID-19 (revenue loss, reduced sales, closure or suspended operation, employment decline, business interruption).

**Grant Guidelines**

1. Completion of grant application outlining the use of funds.
2. Maximum amount of grant ranges from \$2,500 - \$10,000.
3. One (1) grant per Federal Employer Identification Number (FEIN).
4. Funds are available on a first-come, first-serve basis

Grant award levels are based upon employment, the availability of funds and number of applications received. Grant awards are based on pre-COVID full time equivalent (FTE) employment level as follows:

Number of Employees	Maximum Grant Award
1 - 5 employees	\$2,500
6 – 10 employees	\$5,000
11 – 25 employees	\$7,500
26+ employees	\$10,000

**A business can receive a grant amount up to the maximum amount shown above or the amount of their demonstrated loss due to COVID-19, whichever is less.**

Full time equivalent (FTE) is computed by taking the average number of hours paid each week for each employee, dividing that by 40 and rounding to the nearest 10<sup>th</sup>. The maximum number of hours per employee to be used in this calculation is 40 per week or 1.0 FTE. Calendar year 2019 may be used as the measurement period.

The following businesses are not eligible:

- Businesses not currently in operation
- Seasonal businesses, which only operate part of the year
- Nonprofit businesses
- Franchise businesses, except those franchises which are locally owned and operated
- Businesses that are permanently closed or engaged in illegal activities

Use of funds restrictions: Funds cannot be used to pay taxes, fees or any other payments due to the County. Successful grantees will be required to execute a performance contract stipulating that funds will be used for an eligible purpose prior to December 15, 2020 or return the grant funds. An IRS Form W-9, Request for Taxpayer Identification Number, will need to be submitted with the executed performance contract.



**Franklin County Department of Economic Development**

1255 Franklin Street, Suite 112

Rocky Mount, VA 24151 Phone: 540-483-3030

**Franklin County Small Business Recovery Grant**

Franklin County has established a \$500,000 grant fund to support small business recovery following the COVID-19 outbreak; grant funds will be used to reimburse the costs of business interruption caused by required closures. One-time grants of up to \$10,000 are being provided to eligible businesses on a first-come, first-served basis and subject to availability of funds. Applications will be accepted beginning July 20, 2020 and no later than August 14, 2020. An applicant must substantiate that the business experienced interruption due to full or partial (limited space, limited service, limited hours, limited staff, etc.) closure during the COVID-19 public health emergency. Such closure may have been mandated by executive order, or voluntary (for example, to promote social distancing, or in response to decreased customer demand), but must have been in response to the COVID-19 health emergency. Funds can be used to pay for eligible expenses going forward or to reimburse the business for eligible expenses incurred since March 1, 2020. Eligible uses of the grant funds include, but are not limited to the following:

- 1) Operations (i.e., payroll, rent, mortgage, supplies, utilities, working capital, insurance, etc.)
- 2) Pivot to respond to new market conditions (i.e., develop online sales/e-commerce, delivery or take out; develop new product line, etc.)
- 3) Equipment and inventory purchases
- 4) Rent or mortgage expenses
- 5) Deep cleaning services, PPE, protective barriers, etc.
- 6) Other critical operating expenses

**Please note!** Successful grantees will be required to execute a performance contract stipulating that funds will be used for an eligible purpose prior to December 15, 2020 or return the grant funds. An IRS Form W-9, Request for Taxpayer Identification Number, will need to be submitted with the executed performance contract.

Business is physically located in:  Franklin County  Town of Rocky Mount  Town of Boones Mill

<b>Eligibility</b>	<b>I certify that my business:</b>
	<input type="checkbox"/> Is a for-profit enterprise located in Franklin County with fewer than 500 employees
	<input type="checkbox"/> Suffered negative impacts from closure (mandated or voluntary, full or partial) in response to the COVID-19 public health emergency.
	<input type="checkbox"/> Was operational for at least one year prior to March 1, 2020
	<input type="checkbox"/> Had at least one full-time equivalent (FTE) employee (excluding owner) prior to March 1, 2020
	<input type="checkbox"/> Is current on all fees, taxes and permits as of March 1, 2020
<b>Ineligible businesses:</b> businesses that are permanently closed, engaged in illegal activities, non-profit and seasonal businesses, franchises except those that are locally owned and operated.	

**Contact Information**

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Requested Grant Amount

<b>Full-time equivalent (FTE) employees (excluding owner)*</b>	<b>Maximum Grant Amount Available</b>
1-5 FTEs	\$2,500
6-10 FTEs	\$5,000
11-25 FTEs	\$7,500
26+ FTEs	\$10,000

\*See Overview document for how to compute FTEs.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Physical Business Address                      City                      State                      Zip

\_\_\_\_\_  
Mailing Address (if different)                      City                      State                      Zip

\_\_\_\_\_  
Primary Business Contact Name and Title

\_\_\_\_\_  
Contact Phone                      Contact Email Address

\_\_\_\_\_  
Website address (if any)

**Primary business type:** (select one)

- Agriculture
- Arts, Entertainment, Recreation
- Child Care, Education, Instruction
- Construction, Engineering, Design Services
- Distribution, Logistics, Warehousing
- Finance, Insurance, Real Estate
- Health, Human and Medical Services
- Hotel and Accommodations
- Information Technology, Broadcasting, Publishing
- Manufacturing
- Personal Services (barber shop, nail salon, fitness, dry cleaner, etc.)
- Private Household Services
- Professional, Technical, Business Services
- Repair and Maintenance Services
- Restaurant, Food Services
- Retail—please specify \_\_\_\_\_
- Transportation
- Other \_\_\_\_\_

Is your business home based?  Yes  No

Entity Type:

- |  |                                      |                                      |
|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Franchise   | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> LLC             | <input type="checkbox"/> Corporation | <input type="checkbox"/> Other _____ |

What year was your business established in Franklin County? \_\_\_\_\_

Have you received an EIDL or PPP loan?  Yes  No

If yes, what was the loan amount? \_\_\_\_\_

# of full-time employees in Franklin County as of: 2/29/2020 \_\_\_\_\_ 6/30/2020 \_\_\_\_\_

# of part-time employees in Franklin County as of: 2/29/2020 \_\_\_\_\_ 6/30/2020 \_\_\_\_\_

If fewer employees in Franklin County as of 6/30/2020, was this due to

- Layoffs # of employees \_\_\_\_\_ timeframe \_\_\_\_\_
- Temporary furlough # of employees \_\_\_\_\_ timeframe \_\_\_\_\_

Why did the business close (fully or partially) during the COVID-19 health emergency?  
(check all that apply)

- State mandate
- Not enough customer demand
- Supply chain disruption
- Workforce availability
- Health and safety concerns
- Other \_\_\_\_\_

What is the current status of the business? (check all that apply)

- Open with normal operations
- Open with limited operations (e.g., fewer employees, reduced hours/shifts, etc.)
- Operating online
- Delivery/take out only
- Closed temporarily
- Other \_\_\_\_\_

Is the primary location of the business owned or rented?

- Own outright
- Own with mortgage: monthly mortgage amount \_\_\_\_\_
- Rent: monthly rent amount \_\_\_\_\_

# GRANT NARRATIVE

**Attach additional pages if needed.**

Describe how COVID-19 has affected your business, including impacts on workforce, revenue and profits, space modifications, etc.

Describe proposed uses of grant funds and estimated cost of each (e.g., payroll, rent, etc.)

**Applicant Signature and Certification**

The Applicant covenants to save, defend, hold harmless and indemnify the County, and all of its officers, departments, agencies, agents and employees (Collectively the "County") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees, charges, liability or exposure, however caused, resulting from, arising out of, or in any way connected with this application.

The Applicant provides a waiver of confidential information provided to the Commissioner of the Revenue and Treasurer of Franklin County and authorizes the internal use of this information for the grant analysis. The Applicant acknowledges that the County will keep all proprietary information voluntarily provided by the Applicant confidential to the extent permitted by the Virginia Freedom of Information Act and other applicable laws and regulations pertaining to the disclosure of records in its possession, and acknowledges that all grant award decisions are final and are not subject to appeal.

I certify that I have read and understand and am authorized to complete and submit this application on behalf of the Applicant. I verify that the statements contained herein are true, accurate and complete. I acknowledge that false and inaccurate statements made on the application are grounds for immediate rejection of the application.

\_\_\_\_\_   
Contact Name and Title

\_\_\_\_\_   
Date and Time of Submission

**For Internal Use Only**

Approved Amount \_\_\_\_\_

Reason for Denial \_\_\_\_\_